



Saskatoon Spiritist Society

Bylaws

October 2016

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1. GROUP SPECIFICATION

1.1 Name

Saskatoon Spiritist Society - incorporated on **October 27, 2016**, hereinafter referred to as SSS.

1.2 Location and duration

The SSS location is to be determined.

1.3 Duration

The term of duration of SSS shall be unlimited.

1.4 Purpose

The objectives and purposes of SSS are based on the Spiritist Doctrine codified by Allan Kardec, on the Gospel of Jesus Christ and any materials that are aligned with its principles and guidelines. The SSS purposes are:

1. To propagate Spiritism through teaching the doctrine, its practice and the culture associated with the teachings of Jesus and Spiritism as codified by Allan Kardec;
2. To disseminate Spiritism through organizing groups of study, of prayer and of reflection; conferences; groups of spiritual communication practice and groups of passes (laying on of hands);
3. To promote Spiritism through the operation of a library, containing books on Kardecist Spiritism and other literature that are aligned with the teachings of Jesus and Allan Kardec;

1.5 Principals

In order to achieve the proposed objectives and purposes, the SSS adopts the following principles and directives:

1. There is no discrimination of age, ethnicity, gender, colour or religion against the beneficiaries of any of the services provided;
2. There is no profit sharing, dividends, “pro-labore” or payment of any sort to the members or workers of the institution;
3. All the revenue and expenses are to be published regularly and recorded in accounting books properly registered in accordance with the generally accepted accounting principles.

1.6 Non-profit / charitable

Any profits or other gains to the SSS shall be used only for purposes of the society itself. Funds or profits cannot be distributed to a member of the SSS without the member giving appropriate compensation to the society first. "This provision is unalterable."

2. DISSOLUTION

In the event of dissolution or liquidation of the SSS, all of the remaining assets will be transferred to a qualified donee as defined in subsection 149.1 (1) of the Income Tax Act (Canada). "This provision is unalterable."

3. CONSTITUTION TERMS

In these bylaws, unless the context otherwise requires:

"Spiritism" means the Spiritist Doctrine as codified by Allan Kardec;

"society" means SSS;

"bylaws" means these bylaws and any other bylaws of SSS amended and which are, from time to time, in force and effect;

"board" means the board of directors of SSS;

"directors" means a member of the board;

"member" means (a) an applicant for incorporation of a society who has not ceased to be a member, and (b) every other person who becomes and remains a member in accordance with the bylaws;

"Voting Member" means a member who is entitled to vote on a general meeting in person or by proxy. To be considered a Voting Member the person, after their acceptance, must be participating in the activities of the society for at least twelve consecutive months, and must be in good standing with the society.

"requisitionists" means the voting members who requisition a general meeting of the society;

"absolute majority" means not less than 75% of the members attending the meeting;

"marjority" or **"simple majority"** means not less than 50% plus 1 (deducted any decimal) of the members attending the meeting;

"internal rules" complementary set of rules defined in another document to provide further details to this bylaws;

"resolution" means:

- a) a resolution passed in a general meeting by the members of SSS by a simple majority of the votes cast in person or, by proxy,
- b) a resolution that has been submitted to the members of SSS and consented to in writing by 75% of the members who would have been entitled to vote on it in person at a general meeting of SSS; and a resolution so consented to is deemed to be an ordinary resolution passed at a general meeting of SSS, or
- c) if a society has adopted a system of indirect or delegate voting or voting by mail, a resolution passed by a simple majority of votes cast in respect of the resolution;

4. MEMBERSHIP

4.1 Members

1. The members of the society are the applicants for incorporation of the society, and those persons who subsequently become members, in accordance with these bylaws and, in either case, have not ceased to be members.
2. All written applications for membership shall be sponsored by an effective member, which is in good standing, approved by the president or vice-president and ratified by the board.
3. A person may apply to the directors for membership in the society, and upon acceptance by the directors is a member.
4. Every member must uphold the constitution and comply with these bylaws which copies may be handed at their acceptance.

5. Every person interested in taking part in the activities of SSS may become a member, provided they meet the following conditions:
 - a. be 19 years of age or older;
 - b. attend SSS activities regularly (weekly or otherwise established, except for occasional absences);
 - c. agree to work as a volunteer, according to SSS principles and purposes;
 - d. meet the conditions required by the board and these bylaws.
6. SSS must keep a **register** of the names of the applicants for incorporation and the name of every other person admitted as a member of the society, together with the following particulars of each member:
 - a. the full name and resident address;
 - b. the date on which the person is admitted as a member;
 - c. the date on which the person ceases to be a member;
7. The board shall have authority to **suspend or expel** any member from SSS for any one or more of the following grounds:
 - a. violating any provision of the Act, these bylaws, resolutions or written policies of SSS;
 - b. carrying out any conduct which may be detrimental to SSS as determined by the board in its sole discretion;
 - c. for any other reason that the Board in its sole and absolute discretion considers to be reasonable, having regard to the purposes of SSS.

4.2 Membership and termination

The **termination** of a member may occur:

1. by way of death, court restraint, illness or absence;
2. voluntarily, by tendering his or her resignation in writing to the to the secretary of SSS, by email or by mailing or delivering it to the address of SSS;
3. compulsorily, when the behaviour of the member endangers the interests or reputation of SSS.
4. on having been a member not in good standing for 12 consecutive months.
5. A member may be expelled by a special resolution of the members passed at a general meeting.

6. The notice of special resolution for expulsion must be accompanied by a brief statement of the reasons for the proposed expulsion.
7. The person who is the subject of the proposed resolution for expulsion must be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.

4.3 Rights and duties

Members' rights:

1. to vote at General Meetings and to be voted for elective positions;
2. to use, according to Internal Rules, the library and other cultural resources;
3. to attend public meetings and participate in courses and doctrinaire activities and actions promoted by SSS, according to the Internal Rules;

Members' duties

1. abide by and respect this Bylaw, the Internal Rules, the rules and resolutions of the Board of Directors and General Meetings;
2. keep their record up-to-date;
3. faithfully carry out the purpose of the society;
4. render to SSS all the moral and material cooperation within their power, be it accepting a position to which they have been appointed or a task given to them, be it appointing new members and workers;
5. attend the General Meetings and to other activities of the institution, which they belong to.

5. MEETINGS

5.1 General meeting

1. Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
2. The General meeting consists of all SSS' members making use of their rights.
3. General meetings of the society must be held at the time and place that the directors decide, in accordance with the *Act*.

4. Notice of a general meeting must specify the place, day and hour of the meeting, and, in case of special business, the general nature of that business (agenda), and should be given at least 14 days in advance.
5. The accidental omission to give notice of a meeting or the non-receipt of a notice by any of the members entitled to receive notice does not invalidate proceedings at that meeting.
6. The first annual general meeting of the society must be held not more than 15 months after the date of incorporation.
7. The ordinary General Meeting shall be held, every year within 120 days following the end of the fiscal year (December 31).

5.2 Extraordinary meeting

1. The Board of Directors may call extraordinary general meetings at anytime. In addition to the date, time and place, the convening notice shall contain the agenda for the meeting.
2. The first call of the general meeting shall be made by the Secretary of the Board of Directors at least ten (10) days prior to the date of the meeting.
3. A meeting Notice shall be given to the members as described in these Bylaws, but the accidental omission of the notice to a member does not invalidate the meeting or any proceeding thereat.
4. The directors of a society, on the requisition of 10% or more of the members of the society, must convene a general meeting of the society without delay, in accordance to the *Act*.
5. The requisition may consist of several documents in similar form each signed by one or more requisitionist and must:
 - a. state the purpose of the general meeting,
 - b. be signed by the requisitionist, and
 - c. be delivered or sent by registered mail to the address of the society.

5.3 General meeting agenda

1. The agenda shall be limited to the purpose stated in the convening notice.
2. An annual general meeting shall be held every year in order:
 - a. to receive reports and the minutes from the previous meeting;
 - b. to examine, discuss and vote on the annual financial statements and the budget;

- c. to ratify the rules and regulation (new or amended) adopted by the board since the last general meeting;
- d. to submit for approval the candidates appointed by the Board of Directors.

5.4 Quorum

1. A quorum is 3 members present at a general meeting.
2. If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, must be terminated, but in any other case, it must stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.

5.5 Vote

1. A member in good standing present at a meeting of members is entitled to one vote.
2. Voting is by show of hands, unless a poll is requested by 25% of the present members.
3. In the event a poll is demanded, the voting is to be conducted by a written secret ballot, and the chair of the meeting shall nominate two members among the present to act as scrutineers to hand out, collect and count the ballots. The counting of the ballots shall be open to all present.
4. Voting by proxies is not permitted if the member is present at the meeting.
5. A permanent proxy or proxy entitling a person or member to vote at other than one meeting and any adjournment is void.
6. A member may vote by its authorized representative, who is entitled to speak and vote, and in all other respects exercise the rights of a member, and that representative must be a voting member.

6. BOARD OF DIRECTORS

6.1 Definition

1. The members of the SSS may, in accordance with the bylaws, nominate, elect or appoint directors.

2. The directors may exercise all the powers and do all the acts and things that the society may exercise and do, and that are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the society in a general meeting, but subject, nevertheless, to
 - a. all laws affecting the society,
 - b. these bylaws, and
 - c. rules, not being inconsistent with these bylaws, that are made from time to time by the society in a general meeting.
3. A director must not be remunerated for being or acting as a director but a director must be reimbursed for all expenses necessarily and reasonably incurred by the director while engaged in the affairs of the society.

6.2 Number of members

1. The number of directors must be a minimum of two and a maximum of four.
2. The founders of the SSS who participate actively of the Board of Directors (2 founders at the time of the incorporation) are permanent directors.
3. The other members must be elected.

6.3 Member eligibility

In order to be appointed by the Board of Directors, the candidate shall:

1. attend SSS activities weekly for a minimum of one year (except for occasional absences);
2. be responsible for one of the departments;
3. be regularly (weekly or whenever requested) involved in the supporting SSS activities (volunteering);
4. be approved and appointed by the Board of Directors, pending approval following the General Meeting.
5. submit their candidacy in writing to the Board of Directors at least 15 days prior to the summons for the General Meeting, when an election shall happen;
6. obtain a minimum of 51% of the votes in the General Meeting;

6.4 Term of Office

1. Each director shall be elected for a three (3) year term, and his re-election is permitted.
 - a. Separate elections must be held for each director to be elected.

2. If a successor is not elected, the person previously elected or appointed continues to hold office.
3. The members may, by special resolution, remove a director, before the expiration of his term of office, and may elect a successor to complete the term of office.

6.5 Election

1. The election of the Board of Directors shall take place every year, at the General Meeting of the members. In order to retain the knowledge of the directors working at the time of the Meeting, no more than 25% of the Board of Directors shall be replaced.
2. The directors may at any time and from time to time appoint a member as a director to fill a vacancy in the directors.
3. A director so appointed holds office only until the conclusion of the next annual general meeting of the society, but is eligible for re-election at the meeting.
4. If a director resigns his office or otherwise ceases to hold office, the remaining directors must appoint a member to take the place of the former director.
5. An act or proceeding of the directors is not invalid merely because there is less than the prescribed number of directors in office.

6.6 Duties of the Board of Directors

The affairs and all activities of the SSS shall be managed by the elected Board of Directors. Its members must:

1. elect from among its members a President, a Vice-President, a Secretary, and a Treasurer;
2. attend all meetings of the directors and the General Meetings;
3. do everything within their power to fulfill the objectives of the SSS, according to Canadian applicable law, either provincial or federal, as well as this Bylaw. Adopt new rules or modifications, if any, and approve necessary decisions to fulfill the objectives and purpose of the SSS;
4. Make decisions about the commitment of new members and workers, authorize purchases and expenses, contracts and obligations alike. Also approve the budget during the yearly general meeting.
5. establish the new activities and conditions to the admission of new members;
6. make sure the rules and resolutions are observed;

7. restrict activities from being started without the approval of the Board of Directors;
8. analyze and approve the creation of new study and work groups.

6.7 Ordinary meeting of the Board of Directors

1. The Board of Directors must carry out all the meetings necessary to keep the SSS running properly; The ordinary meetings of the Board of Directors shall take place every two (2) months;
2. The president, along with the other members of the Board of Directors, must determine the date and place of the ordinary meetings.
3. If the president is unable to fulfill his duty, the majority (51%) of the members of the Board of Directors may ask the Secretary, in writing, to call a Board of Directors meeting. They shall determine the date, time and place for the meeting, and determine the agenda.
4. A minimum of six (6) days' written notice of every meeting shall be given to the directors by the Secretary, unless otherwise waived. The agenda must be attached to this notice.
5. Upon approval of the Board of Directors, a non-member may be invited to attend a meeting if deemed necessary for a specific task / project.

6.8 Agenda

The agenda must be limited to the topics specified in the meeting notification.

6.9 Quorum

A minimum of 51% of the Board of Directors members must be present.

6.10 Termination of the member of the Board of Directors

A member of the Board of Directors can be terminated according to the following situations:

1. by reason of death, interdiction, disease, and absence;
2. voluntarily, through a written request addressed to the President;
3. Compulsorily, by decision of the absolute majority of members attending the General or Extraordinary Meeting, called with this item on the agenda, when the behavior of the member causes disturbance or discredit for the SSS.
4. Three unjustified absences in ordinary meetings of the Board of Directors.

7. DIRECTORS

7.1 Board of Directors

The directors of the SSS shall be a board president, a board vice-president, a board secretary and a board treasurer. The board may also appoint directors to conduct the SSS departments.

7.2 Election

The Directors will be appointed by the Board of Directors, pending approval following the General Meeting.

7.3 Executive Directors

President

The President of the SSS shall:

1. presides all the meetings of the Board of Directors and the ordinary and extraordinary General Meetings of the members, as well as be part of all the study and service commissions of the SSS;
2. Monitor the implementation of the Board of Directors decisions, and shall perform all the duties given to him/her by the Board of Directors;
3. Sign, along with the Secretary and Treasurer, all documents pertaining legal and financial matters of the SSS;
4. be responsible for the SSS's public relations.

Vice-President

The vice president shall:

1. replaces the president in his/hers absence;
2. perform all the prerogatives of the president;
3. be responsible for the supervision and organization of all activities of the SSS in order to ensure that they are being carried out appropriately;
4. fulfill the objectives and purpose stated in this Bylaws;
5. have such other duties and powers as the board may specify.

Secretary

The secretary shall:

1. conduct the correspondence of the society;

2. give, or cause to be given, as and when instructed, notices to members, directors, the public accountant and members of committees;
3. issue notices of meetings of the society and directors;
4. keep minutes of all meetings of the society and directors;
5. have custody of all records and documents of the society except those required to be kept by the treasurer;
6. have custody of the common seal of the society.

Treasurer

The treasurer shall:

1. keep the financial records, including books of account, necessary to comply with the Society Act;
2. render financial statements to the directors, members and others when required;
3. The offices of secretary and treasurer may be held by one person who is to be known as the secretary treasurer.

8. DEPARTMENTS

8.1 Department Head

The head of departments shall attend all meetings of the Board of Directors and the General meetings, except for justified absences.

8.2 Remuneration

The head, members and workers of the SSS shall not be remunerated for their work; the SSS shall only reimburse members for expenses approved by the Board of Directors.

8.3 Committees

The Board of Directors may entrust studies and projects to committees chosen by the group. However, they may not interfere in the recommendations presented by the committees.

8.4 Departments of work

1. In order to reach its objectives and purpose, the SSS has the following departments:
 - a. Department of Doctrinaire Program and Spiritist Philosophy

- b. Department of Youth Doctrinaire Program
 - c. Department of Advertising and Events
2. Each department shall have up to two (2) heads responsible for it, and who shall be appointed by the Board of Directors.
 3. The responsibilities and operation of the services shall be approved by the Board of Directors regularly.
 4. The internal attributions and operation of the services shall be prepared after the first General Meeting.
 5. The department head may propose changes in the operation of their departments to the Board of Directors.
 6. The department head shall not be remunerated for his or her work.
 7. Other Departments might be created according to the SSS needs.

9. FINANCE

9.1 Financial activities

The Board of Directors chooses the financial institution where the treasurer shall make deposits for the SSS.

9.2 Fiscal year

The fiscal year of the SSS shall coincide with the calendar year, thus finishing on December 31.

The SSS accounting book shall be updated whenever possible and shall be closed at the end of each fiscal year. This book shall be available on the premises of the SSS so that all officers have access to it, whenever requested to the treasurer.

10. AMENDMENTS

The Board of Directors may propose to revoke or amend any clauses of the present Bylaws. These Bylaws may be amended by the Board of Directors concerning an interim resolution that shall remain in effect until it is submitted to the next general meeting for approval.

11. ADOPTION OF THE BYLWAS

This Bylaw was adopted and approved by the board of directors on **October 27, 2016.**

Fernanda Dias (founder and permanent director) Title: President	Date
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Carla Labarrère (founder and permanent director) Title: Vice-President	Date
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Name:	Date
Title: Secretary	

Name:	Date
Title: Treasure	

Name:	Date
Title: Head of Department of Doctrinaire Program and Spiritist Philosophy	

Name:	Date
Title: Head of Department of Youth Doctrinaire Program	

Name:	Date
Title: Head of Department of Advertising and Events	